



Arizona
Department
of Housing

JOB ANNOUNCEMENT

Job Title:	Housing Counselor/Lender Coordinator, Save Our Home AZ
Hours of Work:	40 hours per week; Monday-Friday
Salary Range:	\$46,932-\$80,189
Benefits:	Health insurance, retirement, paid annual and sick leave
Other:	Grade 23. This is a temporary position, not covered by the State Personnel Rules.
Work location:	Arizona Department of Housing, Phoenix, Arizona

Position Summary & Responsibilities

Under the supervision of the Foreclosure Assistance Administrator, this position will be responsible for: working with outside counseling agencies to assist the counseling agency to complete transactions with lenders and customers as necessary. Duties will include: facilitating problem solving with counseling partners; meeting frequently with counseling partners to assess their workflow in relation to the program and to relieve any bottlenecks that have developed in moving their portion of the application process along to a satisfactory conclusion in a timely manner. Will serve as the agency's primary liaison with the counseling partners, working with lenders/servicers to complete transactions with lenders/servicers and customers as necessary; will facilitate problem solving with lender/ servicers; will meet as necessary with lender/servicers to assess their policies in relation to the program and to relieve any bottlenecks that have developed in moving their portion of the application process along to a satisfactory conclusion in a timely manner. The work of this position will be accomplished through meetings, trainings, and by telephone. May complete a detailed audit of homeowners' applications and conduct an underwriting analysis in order to facilitate an approval or disapproval while in the offices of a counseling agency, as appropriate. Statewide travel may be required. Other duties as assigned.

Situation under which this temporary position exists

The Arizona Department of Housing (ADOH) was notified by the U.S. Treasury in 2010 that it would be receiving \$267 million in funding for innovative measures to help families in Arizona with foreclosure relief efforts. The funding, which is being referred to as the "Housing Finance Agency Innovation Fund for the Hardest Hit Housing Markets" is being made available through the Emergency Economic Stabilization Act of 2008, as amended ("ESSA"). Under this program, ADOH will have approximately three to four years to distribute these funds to qualified mortgagees to prevent foreclosure. All positions established to support this program are temporary and reliant on the availability of this federal award.

Qualifications

Extensive knowledge of financing vehicles for homeownership purposes, including: Knowledge of principles, standards, practices of accounting, finance, real estate lending, credit analysis, and financial underwriting; mortgage requirements both on the primary and secondary market, loan to value ratio requirements, credit requirements and enhancements, and loan servicing concerns and other private lending concerns and practices. Other skills required include: mathematics and skills in analyzing numbers; research skills; organization skills; above average written and oral communication skills; negotiating and interpersonal skills to resolve problems; analytical skills; public speaking and presentation skills; advanced skills in Microsoft Excel. Other abilities include: ability to work effectively as a member of a team; ability to work effectively with superiors, co-workers, a myriad of professionals, other governmental agency representatives, and others; ability to analyze budgets, data, reports, political conditions, situations, etc., and develop sound recommendations; ability to work independently; ability to establish partnerships and working relationships with a myriad of people; ability to maintain confidentiality; and ability to multi-task effectively and work on multiple work efforts simultaneously.

About the Department

The Arizona Department of Housing (ADOH) is a cabinet-level State agency that is charged with promoting housing and community development opportunities in Arizona and operates many state and federally funded programs, including: the Community Development Block Grant (CDBG) program, HOME Investment Partnership Program, State Housing Trust Fund, Low-Income Housing Tax Credit Program, Housing Opportunities for People with AIDS (HOPWA), Shelter Plus Care, and the Supportive Housing Program, Public Housing Authority and others. As well, ADOH oversees the activities of the Arizona Housing Finance Authority and the Arizona Housing Commission.

Application deadline is open until filled

Interested candidates must submit a resume, list of references and letter of interest including salary requirements to: Lori Moreno, Human Resources Administrator, Arizona Department of Housing, 1110 West Washington Street, Suite 310, Phoenix, Arizona 85007. NO PHONE CALLS. The State of Arizona is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.